

REQUEST FOR PROPOSALS

DATE: July 18, 2007

TO: Potential Applicants

FROM: Montana Department of Public Health and Human Services Child and Family Services Division (CFSD)

RE: John H. Chafee Foster Care Independence Program (FCIP) Funds

The Department of Public Health and Human Services, Child and Family Services Division, announces the availability of an estimated \$365,000 for direct services to assist eligible youth aging out of foster care and youth who aged out of foster care. **THE APPROVED GRANT AWARD IS DEPENDANT UPON FINAL APPROVAL OF FEDERAL FUNDING LEVELS.**

Grants will be awarded on a statewide basis. This funding may be awarded to one agency serving all 5 CFSD regions and nearby tribal areas or to several tribal and non-tribal agencies serving a combination of regional and tribal areas. If more than one agency or tribal entity is awarded funds, all programs will work collaboratively on behalf of this population of youth.

This announcement sets forth the application requirements, the application process, and other administrative and fiscal requirements for grants in Fiscal Year (FY) 2008. The purpose of these grants is in establishing, maintaining, and/or expanding services to current and former foster care youth age 16-21 in achieving self sufficiency, education, housing, mentors and employment.

Applications must be postmarked via certified mail, or hand delivered and receipted no later than 5:00 p.m. Wednesday, August 15, 2007. Please send an original and 4 copies of the proposal.

Applicants will be notified in writing the week of September 3, 2007 of the approval or denial of their proposal.

The starting date for the FFY 2008 FCIP Funding is October 1, 2007. Grant funds awarded under this RFP must be expended by September 30, 2008.

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ATTACHMENTS

The following documents are attached to this RFP:

- 1) Certification Regarding Environmental Tobacco Smoke**
- 2) Assurances - Non-Construction Programs**
- 3) Certification Regarding Drug-Free Workplace**
- 4) Certification of Compliance with Certain Requirements for DPHHS Contractors(Dec 2006)**
- 5) Sample of Purchase of Services Contract**
- 6) Resource List for Chafee**

INFORMATION FOR APPLICANTS

Purpose and Goals

The purpose of this RFP is to solicit proposals to provide transitional living services to all eligible youth in Montana who are under the care and supervision of the state or a tribe and youth who "aged out" of foster care in Montana or another state and now live in Montana.

The Foster Care Independence Act of 1999 (Public Law 106-169), enacted into law on December 14, 1999, amended part E of the Social Security Act to provide States with more funding and greater flexibility in carrying out programs designed to help children make the transition from foster care to self-sufficiency. The Act established the John H. Chafee Foster Care Independence Program (CFCIP), which replaced the former Title IV-E Independent Living Initiative. The full text of the Foster Care Independence Act of 1999 and the CFCIP can be found at:

<http://www.access.gpo.gov/nara/publaw/106publ.html>

The six purposes of the Act are to:

- Identify children who are likely to remain in foster care until 18 years of age and to help these children make the transition to self-sufficiency by providing services such as assistance in obtaining a high school diploma, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention);
- Help children who are likely to remain in foster care until 18 years of age receive the education, training and services necessary to obtain employment;
- Help children who are likely to remain in foster care until 18 years of age prepare for and enter post-secondary training and education institutions;
- Provide personal and emotional support to children aging out of foster care, through mentors and the promotion of interactions with dedicated adults;
- Provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18-21 years of age to complement their own efforts to achieve self-sufficiency, and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood; and
- Make available vouchers for education and training, including postsecondary training and education, to youths who have aged out of foster care.

When young people reach age 18 in foster care they are no longer in the state's custody. These young people often are faced with living on their own without family or financial support. A report from the Casey Family Program shows that youth transitioning from foster care have:

- A higher rate of arrest and incarceration;
- An increased likelihood of early parenting and instability in relationships, including divorce;
- Lower high school graduation rates and generally lower school performance;
- An increased likelihood of health and mental health problems, including
- Emotional and behavioral problems;
- A greater likelihood to experience homelessness;
- A higher rate of substance abuse;
- A higher rate of unemployment.

Youth need assistance in transitioning from foster care to adult living through a network of support in order to promote their success. This assistance includes assessment, mentoring, self-esteem building, personal future planning, caregiver and family networking, basic life-skills training, housing, leisure skills, education, employment, on-the-job training, information and referral, crisis support, medical, mental health and financial assistance.

Of the approximately 2500 children placed in out of home care in Montana, approximately 30% are over age 12. From available data, we expect 300-400 youth to be eligible for MFCIP services annually. Last year nearly 90 youth left foster care due to reaching age 18. Independent living skills and resources are necessary for these youth to succeed. A breakdown of youth age 14 and older in out of home care by county is shown below:

Youth 14 and older by CFSD Regions			
EASTERN REGION		SOUTH CENTRAL REGION	
Carter	0	Big Horn	11
Custer	11	Carbon	3
Daniels	1	Fergus	9
Dawson	8	Golden Valley	0
Fallon	3	Judith Basin	0
Garfield	0	Musselshell	3
McCone	0	Petroleum	0
Phillips	2	Stillwater	7
Powder River	0	Sweetgrass	0

Prairie	0	Yellowstone	99
Richland	1	TOTAL	132
Roosevelt	23		
Rosebud	3		
Sheridan	2		
Treasure	0		
Valley	4		
Wheatland	0		
Wibaux	0		
TOTAL	58		

NORTH CENTRAL REGION		SOUTHWEST REGION	
Blaine	16	Beaverhead	6
Cascade	89	Broadwater	3
Choteau	2	Deer Lodge	10
Glacier	18	Gallatin	26
Hill	17	Granite	0
Liberty	0	Jefferson	6
Pondera	4	Lewis and Clark	42
Teton	4	Madison	1
Toole	0	Meagher	0
TOTAL	150	Park	14
		Powell	2
		Silver Bow	58
		TOTAL	168

WESTERN REGION			
North:		South:	
Flathead	62	Mineral	15
Lake	51	Missoula	82
Lincoln	25	Ravalli	26
Sanders	9	TOTAL	123
TOTAL	147	Western Region Total	270

The number indicated in each county above is an approximate number of youth in foster care living in that county who are at least 14 years old but not yet aged out of care. These numbers are approximate and only represent a point in time. The numbers only include youth who are in foster care under the care and supervision of the department and tribal IV-E youth, not all youth in foster care under tribal jurisdiction. These numbers do not represent all youth eligible for services under the Montana Foster Care Independence Program.

Who May Apply

Local private, non-profit organizations, tribal or public agencies are eligible to apply under this RFP. Special emphasis will be given to community-based programs of demonstrated effectiveness whose **primary purpose** is to serve a youth based population.

Successfully funded applications from this RFP may be re-funded in subsequent years without having to submit a proposal. Budgets and funding amounts may vary from year to year and need to be adjusted accordingly.

The geographical boundaries of the area to be served by the proposal must be clearly defined. An area may be one or more CFSD regions, one or more tribal reservations or a combination of both. If a proposal is for more than one region or reservation, the proposal must include a plan to collaborate with other grant recipients serving the other regions and/or tribal area. Each section must address all of the required elements in the RFP.

An applicant must:

- Have operated a program or facility for foster youth or similar high-risk youth.
- Have proven capacity and knowledge to manage grants.
- Provide the necessary linkages with other community service providers.
- Be able to implement the proposed project immediately upon award announcement.

Definitions

Programs should use the following definitions to carry out their programs:

The Ansell-Casey Life Skills Assessment (ACLSA) is the standard assessment for the Montana Foster Care Independence Program. The ACLSA is an on-line self-report assessment that seeks information about life skills experience and competency in daily living tasks, housing and community resources, money management, self care, social development and work and study habits.

Case Management: A method of providing developmentally appropriate support and services needed in order for the participant to be safe and to assist the participant in their own efforts in achieving self-sufficiency. Case management components include assessment of strengths and needs of the participant, service plan development, and arranging, coordinating, monitoring, evaluating, and advocating for support and services to meet the specific needs of the participant. Case management services include direct face-to-face contact with the participant, activities undertaken to assist the participant with the use of community resources, and consultation and collaboration on service directions with employers, schools, landlords, volunteers, extended family members,

peer support groups, training resources, or other community resources on behalf of the participant.

Collaboration: Communities, agencies, and local organizations join together to provide comprehensive services based on common goals and shared resources. Instead of focusing on individual agendas, collaborative partnerships establish common goals that address problems that lie beyond any single agency or organization's purview yet concern them all. Partners agree to pool resources, jointly plan, implement, and evaluate new services and procedures, and delegate individual responsibility for the outcomes of their joint efforts.

Eligible Youth are age 16 or older and currently in foster care; youth who have "aged out" of foster care and are not yet 21 years old; and youth who were in foster care at age 18 including those who, after their 16th birthday, have had a guardianship established or adoption finalized. Youth do not need to be eligible for Title IV-E foster care.

Priority for services is given to youth who have exited foster care because they reached the age of 18 and to youth 16 or older likely to be in foster care until age 18.

Foster Care (as used to define eligibility for services under CFCIP) means 24-hour substitute care for children placed away from their parents or guardians and for whom the state (or tribe) has placement and care responsibility.

Foster care refers to a young person's status with the state (or tribe) as opposed to a particular placement. A young person who is under the care and supervision of the state or tribe is considered to be in foster care. Foster care includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is considered to be in foster care regardless of whether the foster care facility is licensed and payments are made by the state, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is any Federal matching of any payments that are being made.

Life Skills Training: Interpersonal and daily living skills training and counseling to prepare individuals to maintain a safe, healthy, and stable lifestyle. Skills training may involve "hard" skills such as money management, health care, job seeking/maintenance skills, and accessing community resources or "soft" skills such as decision-making, problem solving, and assertiveness.

Personal Responsibility: Actively progressing toward the completion of goals to achieve self-sufficiency. Indicators may include earning school credits, self-advocacy, working to be financially stable, reaching out for assistance, etc.

Self-sufficiency: Sustaining a safe and stable living environment and having resources to support that living environment. Indicators may include demonstration of attainability

and sustainability of employment, knowledge and access to personal and community resources, including adequate health care, active education/vocational plans, and demonstration of basic living skills including problem solving, decision-making, and assertiveness.

The Montana Foster Care Independence Program (MFCIP) is the name of the program in Montana established under the Chafee Foster Care Independence Program (CFCIP). Services provided under the MFCIP program are intended to assist eligible youth in attaining the attitudes, values, education, skills and experiences necessary for becoming a self-sufficient adult.

The Transitional Living Plan is a written document, based upon an assessment of the participant's strengths and needs, that complements the participant's own efforts in achieving self-sufficiency, and that identifies the participant's goals for achieving self sufficiency and the target date, desired outcomes, tasks, timeframes, and responsible parties. In addition to being signed off by the provider of service, the plan must also be signed off by the participant, indicating recognition and acceptance of their personal responsibility in their transition towards self-sufficiency.

CONTENTS AND FORMAT OF GRANT PROPOSALS

Proposals (including attachments) must not exceed 100 pages. Any pages or attachments that are beyond this limit will not be reviewed as part of the overall proposal.

Applicants must submit a proposal, which contains all of the following elements, arranged in the following order:

- 1) ***Title Page/Cover Letter.*** One page on organization letterhead signed by the Executive Director or authorized official. Include the amount of the grant award being sought, the Employer Identification Number (EIN); the name of the organization to whom the proposal is being submitted; beginning and ending dates of the program; total funds requested; submission date and description of geographical area to be served.
- 2) ***Abstract.*** Not to exceed more than 300 words and will present the essence of the proposal. Summarizes each major section of the proposal and should be capable of speaking for the proposal if it is separated from it. The Abstract will appear on a page by itself and should be written after the proposal is completed.
- 3) ***Table of Contents.*** The Table of Contents shall identify the major sections and divisions of the proposal. The Table of Contents lists the titles of all major sections and subsections along with their beginning page numbers. Prepare the Table of Contents in outline form, conveying a sense of coherence, unity, clarity, and logical flow.
- 4) ***Introduction.*** This section introduces the problem, need, or issue to be addressed, the approach or methodology of the program, and the format and organization of the full proposal. It briefly shows what is being proposed and why.
- 5) ***Statement of Need.*** A plan describing in detail how the population will be served using the definitions described above. Include a description of how your agency will address the following needs:
 - a) **Rural and Urban Youth Access.** Outline a detailed and specific strategy that will ensure that rural and urban youth will receive equal access to high quality services and supports.
 - b) **Transition Collaboration.** Outline a specific strategy for actively engaging and educating foster parents, caregivers, and social workers in the transition planning process.
 - c) **Mentors.** Outline a detailed and specific strategy for developing, training and
 - d) **Identification.** Outline a detailed and specific strategy for identifying, engaging and serving youth ages 18-21 that have aged out of foster care.

- e) Youth Involvement. Outline a strategy for involving youth directly in the development of their transition and independent living plans.
 - f) Serving Difficult Youth. Outline a detailed and specific strategy for serving difficult to serve youth such as youth who are oppositional defiant or conduct disordered, youth involved with multiple agencies (e.g., probation or corrections), and youth with special needs such as serious emotional disturbance or developmental disabilities, and other disabling conditions. Include a specific strategy for providing services to youth in residential treatment facilities.
 - g) Access to Services. Outline a detailed and specific strategy that describes how the proposing agency will assist youth to access adult services and additional subsidies for which they may be eligible.
 - h) Services to American Indian Youth (for non-native applicants proposing to serve tribal area). Outline a specific strategy for working with tribes and urban Indian programs to ensure that eligible American Indian youth have access to the same level and quality of service to which all other eligible youth have access.
 - If the proposal defines an area that incorporates one or more of the reservations in the state, a letter or letters of support from the tribal council(s), although not required, will be considered in scoring this section of the proposal.
 - All proposing agencies shall describe how their approach to engaging and working with American Indian youth is culturally appropriate and represents best practice.
 - i) Collaboration. Outline detailed and specific strategies for facilitating collaborative efforts on behalf of older foster youth and former foster youth up to age 21. In areas where collaborative efforts on behalf of youth are developed, the proposing agency shall describe the existing resources and how it will incorporate its services and support local efforts.
 - j) Education. Outline detailed and specific strategies for interacting with the education system(s) in the area proposed to be served to ensure that transition and independent living services are aligned with special education goals and objectives and other career programs and activities being offered to in-school foster youth.
 - k) Best Practices. Provide evidence that the approach, the array of services offered, life skills curricula, and other programs are research based and/or are referenced in the literature as best practices for serving this population of youth.
- 6) ***Qualifications of Program Staff.*** Include information about the applicants' general background, relevant experience, and years of operation and qualifications of key staff to provide the required services. Include the program plan for staff, volunteer, board and committee members are recruited, trained and retained. Describe the quantity and types of training key individuals receive or will obtain.

- 7) **Organizational Capacity.** Include the type of organization, how and when the organization began, goals, and how services and philosophy have evolved; the general experience and significant accomplishments of the organization; organizational resources or strengths; evidence of a fiscal and program accountability; evidence of credibility such as professional accreditation, nominations and awards; organizational strategic planning information.
- 8) **Goals and Objectives.** Include realistic, clearly written program goals and objectives. Program goals provide an orientation to the outcomes and not a direct measurement. They describe the desired outcomes of the program and should be related to community needs. Objectives are specific, measurable statements of the outcomes to be expected from the program. Outline several specific, measurable indicators of how the goals will be attained. Goals and objectives should be in an outline format.
- 9) **Methods.** Describes how the program goals and objectives will be achieved and how the needs will be addressed. The methods section is one of the largest sections of the grant proposal and should include how the proposing agency will develop the following:
- a) A model program to serve foster youth in/aging out of foster care that will address immediate needs, determine long-term goals, develop individualized plans and monitor the progress of each foster youth;
 - b) Coordination with local juvenile judges and state and local juvenile justice agencies to ensure foster youth on probation or parole for foster youth returning from juvenile correctional facilities are served;
 - c) Working with local housing authorities, landlords, and other subsidized housing programs to designate foster youth as a priority for housing;
 - d) Obtain confidentiality disclosures to share information with partners;
 - e) Involve community volunteers and advocates;
 - f) Coordination of services with local public school systems and alternative schools to improve high school graduation and college enrollment rates;
 - g) Coordination with local employers to provide: internships, work experience, mentors, on the job training, vocational job training, entry-level jobs and apprenticeship training;
 - h) A comprehensive plan of outreach that will include:
 - Education, which includes help staying in school, help returning to school, help in attaining high school diploma/GED, information on the federal Education Training Voucher (ETV) program, assistance in entering apprenticeship/community colleges/four-year college
 - Life skills training - such as money management, credit management, consumer life skills, educational & employment preparation, accessing community resources, parenting skills, problem solving, domestic violence and decision making
 - Engaging foster youth in personal planning, decision making and goal setting, which includes cultural and identity information

- Developing a comprehensive service plan based upon an individualized assessment
- Health care referrals, which include access to applicable Medicaid, substance abuse referrals, mental health referrals
- Computer access, which includes a personal e-mail address
- Family contact and/or involvement, if applicable
- Access to financial assistance, such as food stamps
- Access to post office boxes and/or voice mail capability
- Recruit or utilize existing informal mentors or provide a formal mentor or community connection for each foster youth - such as a church or Big Brothers Big Sisters.

- 10) **Project Evaluation.** Describe how the program activities and outcomes will be evaluated, what data will be collected, how, when, and by whom.
- 11) **Program Activities.** This section should describe the program, implementation steps, phases of activities, and how they relate back to the goals and objectives. This section pulls together the goals and objectives with tasks and activities that will be implemented to achieve the objectives.
- 12) **Administration.** Describe the use of consultants, contractors, volunteers, committees and advisory boards. Include fundraising and outreach efforts. Describe the plan for administering the program including overall staffing including positions, roles and responsibilities, levels of effort, use of consultants, staff coordination, and administration. Include names, addresses and phone numbers of two references to be contacted for additional information about the quality of services provided.
- 13) **Products/Outcomes.** Summarize the entire Methods section. Delineate the products of the program and emphasizes the short and long-term results, both direct and indirect, expected from successful management of the program.
- 14) **Evaluation.** Present a plan for assessing the extent to which the program goals and objectives are being accomplished. It serves as a guide for monitoring and modifying program activities. This section shall describe how the program will measure achievements of the objectives defined earlier in the goals and objectives section of the proposal.
- It may be beneficial to include a summary of the program tasks, logically sequenced with their associated beginning and ending dates, displayed in a chart, schedule, or diagram. The work plan or timetable can help demonstrate program implementation and monitoring as a tool for evaluation.
- 15) **Budget.** The budget should contain three parts. 1) A line item budget showing specific dollar amounts within the fundable categories; 2) narrative for the proposed operating budget which describes, explains and justifies the inclusion of the line

items; and 3) an organizational budget showing ALL revenues and expenses (including matching funds).

A contract will not be signed until the department receives a total accounting of the organization's financial position.

The proposed budget should consider the grant money available for use statewide and the number of youth to be served per region utilizing information found on the county breakdown chart in Purpose and Goals Section. The information in that section does not reflect all of the youth who are or will be eligible for services provided under this proposal.

Approximately 90% of the budget for this proposal should be targeted towards providing services directly to eligible youth. The administrative cost may not exceed ten percent (10%) of the total funds. No building procurement or building renovations. Describe how the program anticipates expending the MFCIP funds and match.

- a) **Matching Funds.** Describe the amount, source, and total percentage of required matching funds, including a description of the record-keeping system that will be used to substantiate the required match.

Use the following formula to calculate match funds needed:

Step 1. Amount requested % .8 = Gross to spend
Step 2. Gross to spend - Amount requested = Match

For example, \$8,750 is the required match for a \$35,000 grant request:

Step 1. \$35,000 % .8 = \$43,750
Step 2. \$43,750 - \$35,000 = \$8,750

ASSURANCES/CERTIFICATIONS

1) Please sign and return the following attached Certifications with the proposal:

- a. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE;
- b. ASSURANCES - NON-CONSTRUCTION PROGRAMS, Federal Standard form 424B;
- c. CERTIFICATION REGARDING DRUG-FREE WORKPLACE; and
- d. CERTIFICATION OF COMPLIANCE WITH CERTAIN REQUIREMENTS FOR DPHHS CONTRACTORS (Dec 2006).
- e. OMB AUDIT REQUIREMENT. If your program falls under the OMB Audit Requirements, please submit a copy of your latest Audit Report, if applicable. By signing a contract with the department, you are giving your assurance that this requirement will be followed.

APPENDIX

1) Please attach the following documents to the grant application:

- a) Assurances
- b) Letters of Support (no more than 3, not to exceed 6 pages)
- c) Resumes/biographical data
- d) References, at least 2
- e) Relevant legal and administrative documentation (organizational charts, government status, strategic plan, etc.)

SELECTION PROCESS

Proposals must include ALL the above-required information. The Department of Public Health and Human Services, Child and Family Services Division, reserves the right to:

- a) Communicate or negotiate with one or more applicants involved;
 - b) Request one or more applicant to clarify their proposal or to supply any additional material deemed necessary to assist in consideration of the proposal;
 - c) Base selection of the most responsive proposals on factors not limited to the lowest bid, including staffing, the provider's history and experience in providing similar services, cost effectiveness, and other factors that contribute to the best interest of the program; and
 - d) Reject any or all proposals received.
- 1) Availability of Proposals. No comparative analysis or other information with respect to the proposals received will be available. All proposals will be available for inspection in the state office of the Department of Public Health and Human Services, Child and Family Services Division, during regular business hours after the contract(s) selected under this RFP have been awarded.
 - 2) Oral Presentation. Finalists may be asked to make oral presentations at a time and place designated by the department.
 - 3) Evaluation of Proposals. The Evaluation Committee will separate proposals into responsive and non-responsive documents. Non-responsive proposals will be eliminated from further consideration.

The Evaluation Committee will evaluate the responsive proposals and assign points to each section of the proposal in accordance with the extent the section meets the criteria requested in the RFP. All portions of the *Contents and Format of Grant Proposals* and the overall proposal will be assigned a point value.

AWARDING OF THE CONTRACT

Upon review of and concurrence with the Evaluation Committee's evaluation and recommendation, the department will select the most appropriate proposals and negotiate a contract.

- 1) **Process.** The department will write and execute a contract. After department approval, the contract will be mailed to the successful applicants for signature and return to the department. Prior to official execution of the contract, no contract or award shall be assumed or announced.

An applicant invited to negotiate or having no signed contract in place, shall not commence work or commit funds, incur costs, or in any way act to obligate the applicant or the department, as if the applicant were the contractor. All such efforts, costs, and other expenses incurred by an applicant prior to the contract implementation by the department shall be entirely at the applicant's expense and shall not be counted as performance or invoiced under any subsequently executed contract.

- 2) **Workers' Compensation/Independent Contractors Exemption.** The successful vendor is required to supply the department with proof of Workers' Compensation Insurance or Independent Contractors Exemption covering the contractor while performing work for the State of Montana and its political subdivisions (Ref. 39-71-401 and 39-71-405 MCA). The proof of insurance/exemption must be valid for the entire contract period and must be received by the department within ten (10) working days of the issuance of a Notice of Award.
- 3) **Proof of incorporation or certified statement of government status.** The successful vendor is required to supply the department with appropriate documentation of government status and/or incorporation. The documentation must be received by the department within ten (10) working days of the issuance of a Notice of Award.
- 4) **Liability Insurance.** Coverage may be provided through a private carrier or through the State Compensation Mutual Insurance Fund (406) 444-6500. An exemption can be obtained through the Department of Labor, Employment Relations Division (406) 444-7734. The documentation must be received by the department within ten (10) working days of the issuance of a Notice of Award.

CONTRACTS WILL NOT BE ISSUED TO VENDORS WHO FAIL TO PROVIDE THE REQUIRED DOCUMENTATION WITHIN THE ALLOTTED TIME FRAME.

- 5) ***Contract Expectations & Reporting.*** The department will enter into a "Purchase of Service Contract" with the successful applicant by October 1, 2008. A model "Purchase of Service Contract" is included with the RFP.

Successful applicants will keep the department's representative informed about contract performance issues, problems and questions throughout the duration of the program. The department's representatives will consult, meet, communicate, and provide assistance to the program directors as needed.

Successful applicants will submit a signed monthly Contractor Financial Report (invoice) generated electronically and submitted in hard copy showing statements of expenditures and cash accountability. The invoices shall be submitted no later than 30 days after the prior billing month.

A final statement of costs must be submitted within 30 days of the expiration or termination of the contract.

- 6) ***Quarterly Reports.*** No more than 30 days after each quarter, successful applicants will submit narrative quarterly reports to Heather Winters, Program Officer via the format provided by the department. Additionally, grantees will keep data on all youth served in the CFSD CAPS system. Mandatory training will be provided at the expense of the department to properly utilize the database system. Failure to submit Quarterly Reports may result in a delay of payments to the Grantee until such report is received by the department. Failure to submit reports on time may be a basis for withholding grant funds, suspension or termination of the grant. All funds reported as un-obligated after the obligation period will be recouped.

The department's representative will be responsible for monitoring the contracts and programs via review of financial and program activity reports, annual reports, and other communications from programs. The department's representative will also use other contract monitoring and assessment means such as audits and on-site visits.

SUBMISSION INSTRUCTIONS

Applications must be postmarked via certified mail, or hand delivered and receipted no later than 5:00 p.m. Wednesday, August 15, 2007. The entire proposal and all attachments should not exceed 100 pages at 12-point font.

The proposal and all attachments need to be stapled together creating one packet. Do not send proposals that are bound, in folders or attached with clips.

Send FIVE copies (one (1) original and four (4) copies) of the proposal to:

Heather Winters, Program Officer
Department of Public Health and Human Services Child and Family Services Division
1400 Broadway, P. O. Box 8005
Helena, MT 59604-8005
(406) 444-4191
hwinters@mt.gov